DOCUMENT RESUME

ED 168 385 HE 010 951

TITLE	Ontario University Benefits Survey. Part I. (All Benefits Excluding Pensions). December 7, 1978. Report No. 78-18.
INSTITUTION	McMaster Univ., Hamilton (Ontario).; University of Western Ontario, London.
SPONS AGENCY	Council of Ontario Universities, Toronto.
PUB DATE	1 Dec 78
NOTE	66p.; Not available in hard copy due to marginal legibility of original document
AVAILABLE FROM	Council of Ontario Universities, 130 St. George St., Suite 8039, Toronto, Ontario M5S 2T4, Canada
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*Administrative Policy; Employer Employee Relationship; Foreign Countries; *Fringe Benefits; *Health Insurance; Higher Education; *Insurance Programs; *Leave of Absence; Sabbatical Leaves; *School Surveys; Teacher Retirement; Tuition; Universities; Vacation Programs
IDENTIFIERS	*University of Ontario (Canada)

ABSTRACT

Presented are the results of a survey of university benefit programs. Information and data relating to the following areas are presented: administration and insurance plans, communication of benefits, proposed changes in benefits, provision of life and dismemberment insurance, maternity leave policy, Ontario health insurance, supplementary health insurance, long-term disability, sick leave entitlement, life insurance, survivor benefit, dental plan, post-retirement benefits, vacation benefits, sabbatical leave policies, housing loan (mortgage) policies, free tuition policies, parking policies, and access to athletic facilities. (BD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED168385

ONTARIO UNIVERSITY BENEFITS SURVEY

Part I (All Benefits excluding Pensions)

PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Council of Ontario Universities
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND THE ERIC SYSTEM CONTRACTORS

DECEMBER 1, 1978

U S DEPARTMENT OF HEALTH EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

PREPARED BY:

McMaster University
The University of Western Ontario

ON BEHALF OF:

The Ontario Association of University Personnel Administrators

Ontario Confederation of University Faculty Associations

Council of Ontario Universities

Published by

Council of Ontario Universities
Conseil des Universités de l'Ontario
130 St. George Street, Suite 8039
Toronto, Ontario M5S 2T4

78-18

HE010951

ISBN 0-88799-108-4

ONTARIO UNIVERSITY BENEFITS SURVEY

Part I (All Benefits excluding Pensions)

DECEMBER 1, 1978

PREPARED BY:

McMaster University
The University of Western Ontario

ON BEHALF OF:

The Ontario Association of University Personnel Administrators

Ontario Confederation of University Faculty Associations

Council of Ontario Universities

Published by

Council of Ontario Universities
Conseil des Universités de l'Ontario
130 St. George Street, Suite 8039
Toronto, Ontario M5S 2T4

78-18

TABLE OF CONTENTS

PREFACE.....(ii)

GENERAL BENEFITS QUESTIONS..... 1

ADMINISTRATION AND INSURANCE PLANS 1
COMMUNICATION OF BENEFITS 2
PROPOSED CHANGES IN BENEFITS 3
PROVISION OF LIFE AND DISMEMBERMENT INSURANCE 4
MATERNITY LEAVE POLICY 5

ONTARIO HEALTH INSURANCE..... 11

SUPPLEMENTARY HEALTH INSURANCE 12

LONG-TERM DISABILITY..... 17

SICK LEAVE ENTITLEMENT 20

SICK LEAVE - BENEFITS CONTINUANCE 24

LONG TERM DISABILITY - BENEFITS CONTINUANCE 25

LIFE INSURANCE 26

SURVIVOR BENEFIT 30

DENTAL PLAN 32

POST-RETIREMENT BENEFITS 35

VACATION ENTITLEMENT 37

SABBATICAL LEAVE POLICIES 40

HOUSING LOAN (MORTGAGE) POLICIES 43

FREE TUITION POLICIES 46

PARKING POLICIES 49

ACCESS TO ATHLETIC FACILITIES 52

Preface

For a number of years, the Ontario Association of University Personnel Administrators collected and published privately data on university benefit programmes. In the fall of 1977, the Research Division of the Council of Ontario Universities, as part of its work in preparing the COU Operating Grants Brief, undertook to carry out a similar survey. The Ontario Confederation of University Faculty Associations has also been publishing a survey of university benefit programmes.

In an attempt to reduce the level of duplication of effort and to ensure the publication of as accurate a statement as possible of such programmes, a decision was reached to undertake a cooperative publication in this area. It is intended that the Ontario University Benefits Survey will be published annually.

December 1, 1978

GENERAL BENEFITS QUESTIONS

Do you self-administer your insurance plans?

BROCK

Yes

CARLETON

Yes

GUELPH

Tri-Care Services Limited has assumed responsibility for our benefit administration effective March 1, 1978.

LAKEHEAD

Yes

LAURENTIAN

Yes

McMASTER

Yes

OTTAWA

Yes

QUEEN'S

Yes

RYERSON

Yes

TORONTO

Yes (Group Life and Survivor Income Benefit, Long Term Disability and Pension Plan)

TRENT

Yes

WATERLOO

Yes

WESTERN

Yes

WLU

Yes

WINDSOR

Yes

YORK

No

How do you communicate your benefit programs to employees?

	TYPES					
	Personal Statement of Benefits	Forman Booklets or Brochures	Benefit Summaries	Benefits Orientation Meetings & Seminars	Individual Counselling	Other
BROCK	Annually	On Appointment	---	---	Pre-Retirement or as requested	---
CARLETON	Annually	On Appointment	On Request	---	---	---
GUELPH	---	On Appointment	As Requested	Conducted with each new and retiring employee	Conducted with each new and retiring employee	---
LAKEHEAD	Annual For Pension Only	On Appointment	---	---	As Requested by Employee	---
LAURENTIAN	---	On Appointment	---	---	As Requested by Employee	---
McMASTER	Annually	---	On Appointment	On Request	On Request and Prior to Retirement	---
OTTAWA	Annually	On Appointment	On Appointment	On Request	On Request	---
QUEEN'S	Annually	On Appointment	---	---	On Request	Annual Pension Meeting
RYERSON	---	On Appointment	---	---	As Requested	---
TORONTO	Annually	On Appointment	On Appointment	On Appointment	As Requested and Prior to Retirement	---
TRENT	Annually	On Appointment	---	On Appointment	On Request	Periodically Through University Paper
WATERLOO	Annually	On Appointment	---	On Appointment	On Request	Periodically Through University Paper
WESTERN	For Pension Only	On Appointment	---	On Appointment	On Appointment	Annual Pension Meetings
W.L.U.	Annually	Annual	Annual	On Appointment	On Appointment (Faculty Only)	---
WINDSOR	Annually	---	---	---	---	---
YORK	Annually	---	On Appointment	On Appointment	On Request	---

Are you planning any changes to your benefit plans this next year either in the benefits themselves or in the cost sharing arrangements?

BROCK

No

CARLETON

Premium cost sharing could change. Arise from collective bargaining.

GUELPH

As mentioned under benefit administration, plus a change to $1.00 per prescription from a deductible of $10.00 per person, $20.00 per family for extended health.

LAKEHEAD

Possibility of extending LTD coverage to support staff (currently limited to faculty and senior administrative personnel).

LAURENTIAN

Not planning any changes although salary negotiations could dictate changes.

McMASTER

Implementation of faculty dental plan.

OTTAWA

No

QUEEN'S

No

RYERSON

Pension Plan. 1) Refund interest rate from 3% to 5%.

2) Formalization of notional pensionable salary for those on reduced workload.

TORONTO

Presently in negotiation with Faculty and Staff Associations. Depending on outcome of negotiations we may be introducing a dental plan and making some changes to the pension plan.

TRENT

None

WATERLOO

No

WESTERN

A proposal for significant changes in the cost-sharing arrangements is being actively considered at the present time. Benefit levels are not expected to be altered.

WLU

No

WINDSOR

No

YORK

Jan. 1, 1979, YUSA Group Dental Plan to 1978 ODA schedule with university pick-up of increased costs. Extension of coverage of all benefits except pension to temporary staff over 3 months appointment. Possibility of new carrier with ASO policy on EHC and Dental Plans, 5 year experience rated LTD plan and hold harmless agreements on life and health plans.

Do you provide accidental death and dismemberment insurance on a voluntary basis or through your life insurance contract?

BROCK

AD & D is compulsory at same volumes of insurance as life insurance but a separate policy.

CARLETON

No

GUELPH

No

LAKEHEAD

On a voluntary basis

LAURENTIAN

Through our life insurance contract

McMASTER

On a voluntary basis

OTTAWA

On a voluntary basis

QUEEN'S

No

RYERSON

No

TORONTO

No

TRENT

Life insurance and survivor income through group life policy; death benefit through pension plan.
No dismemberment insurance.

WATERLOO

No

WESTERN

On a voluntary basis.

WLU

Through the life insurance plan and part of the life insurance plan.

WINDSOR

Through group life contract

YORK

On voluntary basis.

Please describe your maternity leave policy for staff and faculty.

BROCK

Staff: Provisions for Maternity Leave are set out in the Employment Standards Act (Ontario) which provides for leave without pay for a period of 17 weeks.

A staff member who has been employed for one year and eleven weeks cannot be terminated because of pregnancy but is entitled to return to her previous position or a position of a comparable nature without a reduction in salary.

The staff member may initiate the leave within eleven weeks of the expected date of delivery. She must provide two weeks written notice of her intention to take the leave and provide her employer with a doctor's statement which sets out the expected date of delivery.

She may not return to work for a period of six weeks following delivery unless her doctor provides written consent to return within the six week period.

The University may provide extensions to the above periods of leave as they are requested and if they are reasonable under the circumstances.

Faculty: Any member of the faculty who is tenured, or on a probationary full-time contract who applies for maternity leave for pregnancy is entitled to such leave provided she has been continuously employed for one year or more before the time she can commence statutory maternity leave (eleven weeks prior to the expected date of birth). Maternity leave does not, however, imply rights or privileges beyond what they would have been had pregnancy not occurred. Some flexibility is desirable in arranging maternity leave, and the following should govern the arrangements for this purpose.

Length of Leave: Normally, leave will be granted for a maximum period of seventeen weeks. Leave may voluntarily be shorter than this period, although if a woman wishes to work before six weeks' post-delivery, a medical certificate is required. If the pregnancy results in medical complications, leave will be extended, but will not exceed six months in total.

Distribution of Leave: The employee is entitled to begin her maternity leave at any time within eleven weeks before the expected date of birth. She must, however, give the University three months' notice in writing of the date upon which she intends to begin her leave and a medical certificate indicating the expected date of birth. She is entitled to a fixed minimum post-natal leave of six weeks after the actual date of the birth or ending after no more than seventeen weeks from the beginning of the leave, whichever is later.

Sabbatical Leave: Where an entitlement to maternity leave occurs during the faculty member's sabbatical leave, she will be treated as if she were fulfilling her normal sabbatical commitments during that period.

Tenure and Promotion: In view of the fact that a maternity leave may reduce the faculty member's time for research and other duties, and hence place her in an unfavourable position with respect to a pending tenure or promotion decision, it is recommended that such decisions may be postponed for a maximum of one year at the faculty member's request, regardless of the number of leaves taken during that period.

Benefits: Maternity leave will not affect fringe benefits. Arrangements will be made to have all fringe benefits continue during the period of leave, and the University will make its contributions as usual.

Salary and Responsibilities: Current salary will continue for three months of the maternity leave; the remaining time is unpaid leave. In the case of medical complications the woman should apply for sick leave pay and/or long term disability pay. If the leave occurs during a time when the woman has scheduled teaching commitments to the University, she may be required to make up the time lost within the next three calendar years. In this case, the exact obligations must be determined by mutual agreement between the department, the woman concerned, and the Dean or Director, and stated in writing.

CARLETON

Staff: (a) The University grants maternity leave on request in accordance with the provisions of the Employment Standards Act of Ontario. The University maintains the employee's annual and sick leave credits while she is on maternity leave, and will continue to pay the Employer share of staff benefit plans if the employee agrees to continue paying the Employee share of the premiums.

(b) Upon request, the employee may be granted up to three (3) months' leave of absence, without pay, in addition to the standard maternity leave. Such permission shall not be unreasonably withheld. Upon return to work, the employee shall be reinstated in her former position, or in a job of at least equal position, salary and seniority. An employee who is granted leave of absence under this section will be required to pay the full premiums of the staff benefit plans during such leave of absence.

Please describe your maternity leave policy for staff and faculty (Continued)

CARLETON (Continued)

Faculty: An employee shall upon application be granted maternity leave subject to the following conditions:

(a) Application for maternity leave shall be made fifteen (15) weeks prior to the expected termination of the employee's pregnancy and shall be supported by a certificate from a qualified member of the medical profession.

(b) The employee shall have the right to continue her regular duties during pregnancy.

(c) All female members shall be eligible after the first year of their employment with the University.

(d) The maximum period of maternity leave shall be seventeen (17) weeks. If additional time is required the employee may apply for leave without pay pursuant to Article 20.1.

(e) For the first twelve (12) weeks (or less if the leave is of shorter duration) of maternity leave the employee shall continue to receive her regular salary. The employer shall maintain regular contribution to her benefit plan.

(f) For the last five (5) weeks (or less if the leave is of duration shorter than seventeen (17) weeks) of maternity leave the employee and the employer shall continue to pay their respective shares of the cost of maintaining the employee's membership in the University's benefit plans.

(g) Maternity leave shall count as time worked when calculating such items as sabbatical entitlement, years to tenure, promotion and credited service for the Retirement Plan.

(h) On returning from maternity leave the employee shall be placed in her former position or in a position equivalent to her former position with no loss of seniority.

(i) The employee shall advise her immediate supervisor of her intention to return at least two (2) weeks prior to the intended date of return.

GUELPH

In compliance with the Employment Standards Act, the following policy is to apply throughout the University to govern the granting of leave for purposes of childbirth.

1. The employer shall not terminate the employment of an employee who is entitled to pregnancy leave but may require the employee to commence such leave when the duties being performed cannot be reasonably performed by a pregnant woman. If the supervisor is not certain of the employee's physical ability to do the work, he may require medical certification of such ability signed by a legally qualified medical practitioner.

2. To be eligible, an employee should have been employed at least one (1) year plus eleven (11) weeks before the expected date of birth. An employee so qualifying will be granted at least seventeen (17) weeks leave of absence without pay, or such shorter periods as requested by the employee; commencing eleven (11) weeks prior to the estimated date of birth.

3. Where the actual date of delivery is later than the estimated date of delivery, the leave of absence shall not end before the expiration of six (6) weeks following the actual date of delivery.

4. The employee shall give at least two (2) weeks notice in writing of her intent to commence a leave of absence because of pregnancy, and at that time will furnish a certificate signed by a legally qualified medical practitioner stating the employee is pregnant and giving the expected date of delivery.

5. The period of leave of absence prior to the expected date of delivery may be shortened, and the period after the actual date of birth may be extended, upon request of the employee and upon approval by the employer.

6. An employee may shorten the duration of the six (6) week period after the actual date of delivery providing one (1) weeks notice is given the employer of her intention to do so and providing she furnishes the employer with a medical certificate, signed by a legally qualified medical practioner, stating that she is able to resume her duties.

7. For additional income protection purposes an employee eligible for maternity leave is permitted to use earned vacation leave for all or part of the time she would be entitled to be on maternity leave without pay. Vacation leave entitlement may also be used to extend, contiguously, a period of maternity leave.

8. An employee proceeding on maternity leave may be entitled to maternity benefits which are administered by

Please describe your maternity leave policy for staff and faculty. (Continued)

GUELPH (Continued)

the Unemployment Insurance Commission. She should ensure that she obtains a Certificate of Separation for such maternity benefits from the Payroll Office.

(A revised edition for Faculty is in the draft stage only.)

LAKEHEAD

Staff: Maternity leave available after 6 months' continuous service. Employee resumes her previous position upon return to work. Length of service and vacation credits are not reduced by maternity leave.

Faculty: No formal policy has yet been generated.

LAURENTIAN

Maternity Leave Policy for staff and faculty is in accordance with the Employment Standards Act.

McMASTER

Faculty:
Entitlement: A member of the faculty who is pregnant and who applies for maternity leave is entitled to such leave provided she has been continuously employed for one year or more before the expected date of birth of the child. Maternity leave does not, however, imply rights or privileges beyond what they would have been had pregnancy not occurred. Some flexibility is desirable in arranging maternity leave, and the following should govern the arrangements for this purpose.

Length of leave: Leave will be granted for the necessary period of time required but will not exceed a period of six months unless there are complications resulting from the pregnancy. If return to work is desired within six weeks of the birth of the child, the legislation requires that a medical certificate be obtained.

Salary: It is recognized that the work of a faculty member continues even though she may not be on campus. Accordingly, if her schedule can be so arranged that the time taken for maternity leave can be related to a continuous period of three months in each year free from scheduled commitments to the University (as defined in the load teaching document), salary will be continued for that period.

Leave of absence with pay will be granted to the faculty member for six weeks in addition to the three-month period specified above when mutually suitable arrangements can be made to fulfill her responsibilities.

All other periods of leave for maternity purposes will be without pay.

Sabbatical Leave: Where pregnancy occurs during the faculty member's sabbatical leave, she will be treated as if she were fulfilling her normal sabbatical commitments during that period.

Benefits: Maternity leave will not affect seniority of service in respect to the following benefits: Group Life Insurance, Ontario Hospital Insurance, Major Medical Insurance, Salary Continuance and Long Term Disability Insurance, McMaster Contributory Pension Plan, eligibility for Sabbatical Leave, Tuition assistance, and Vacations. Arrangements will be made to have these benefits continue during the period of leave.

Staff: If you are a female employee with at least one year of service and definitely intend to return to work in your department after the birth of a child, you may request and will be granted a leave of absence, without pay, for the necessary period of time, subject to the following limitations:

i) At the time you make this request, you have not been notified of the termination of your employment by the University.
ii) If you wish to work beyond the seventh month of pregnancy, a doctor's certificate may be required.
iii) When you are ready and desire to return to work and, provided you have been absent for no more than six months, your department will make available to you a position at the same level and as similar as possible to the post you occupied before your leave. When possible, one month's notice should be given of your intention to return.
iv) If you wish to return to work within six weeks of the birth of the child, a doctor's certificate will be required.
v) If no longer than six months, your absence will not affect your seniority or service record in respect to vacations, pension, etc.

Please describe your maternity leave policy for staff and faculty. (Continued)

OTTAWA

Support Staff

Any female member who has a regular position requiring twenty-one (21) hours of work per week and who has completed twelve months of continuous service is eligible for a maternity leave and for the following benefits:

a) A seventeen (17) weeks maternity leave.

b) The University will continue to pay one hundred per cent (100%) of the regular basic earnings for an initial period of fourteen (14) calendar days.

c) After this period, the University will cease to pay basic earnings but will pay, on behalf of this female member, the total cost of employee benefit continuation, including the required contribution to the University's Retirement Pension Plan.

Faculty Members

Faculty members who have 50% or more of a normal work load and who have completed one year of continuous service are entitled to a seventeen (17) weeks maternity leave. The University continues to pay 100% of basic earnings during the seventeen (17) weeks.

The University must keep the position of an employee (Support and Faculty) on maternity leave available only until the end of the seventeen-week (17) period of maternity leave or the six-week (6) period of post-natal leave whichever is the later.

QUEEN'S (Maternity and Adoption)

Up to six months' leave without pay.
Continuation of benefits including O.H.I.P., medical and life insurance and pension plan at full cost to employee with the employer cost to be refunded when the employee returns to work.

RYERSON

Follow Government policy--all benefits other than pension covered during leave.

TORONTO

Providing that the faculty or administrative staff member makes a commitment to return to her duties at the University following her confinement and she has or will have one year of continuous service as of the expected date of delivery the University will provide her with maternity leave at full pay for a 15 week period. If the faculty or administrative staff member wishes to take the full 17 weeks maternity leave the additional 2 weeks is taken without pay.

In the event that the faculty or administrative staff member is unable or unwilling to make the commitment to return to her duties at the University following her confinement or she will not meet the one year of continuous service as of the expected date of delivery she can request maternity leave without pay for the 17 week period.

TRENT

Maternity leave, in the form of unpaid leave of absence for a period of up to 17 weeks, is available to all full-time female members of the University"s faculty and staff who have completed at least ten months' continuous service prior to commencement of the leave. During this leave, the total costs of continuing membership in the University's benefit plans, except the pension plan, will be borne by the University. By statute, not less than six weeks of this leave must be post-natal leave. Maternity leave does not count as sick leave.

If a staff member is required to be absent for a period longer than 17 weeks as certified by a legally qualified medical practitioner, or if her work is materially affected by her pregnancy and the University requires an extension of leave, the further period is covered under the University's sick leave policies.

The University will normally attempt to reinstate a staff member, following a period of maternity leave, in a position comparable to that she occupied before the leave. (If she has completed at least one full year of continuous service prior to the commencement of her leave, by statute the University must so reinstate her, and pay her the same rate of pay after the leave as before it.) If her leave is extended beyond the 17 weeks' maternity leave, the University cannot undertake to guarantee reinstatement in a comparable position.

A doctor's certificate that a staff member is pregnant may be required.

WATERLOO

- 17 weeks Maternity Leave - No Pay
- Employee may work until she can no longer perform her duties comfortably.
- Employee may not return to work until the 7th Monday after the birth of her baby.
- Employee continues to accrue vacation credits while on maternity leave.

WESTERN

Staff: 17 weeks non-paid leave of absence

Faculty: 17 weeks leave of absence, a maximum of 10 weeks of full salary

Please describe your maternity leave policy for staff and faculty (Continued)

WILFRED LAURIER

Maternity Leave is granted in accordance with the provisions of the Employment Standards Act of Ontario.

WINDSOR

Staff: 17 weeks unpaid. Up to 6 months unpaid with medical certificate.

Faculty: 17 weeks with 13 weeks being paid.

YORK

Faculty

Maternity, Paternity, and Adoption Leave

A female employee shall be granted maternity leave with full salary and benefits for a period of up to fifteen (15) weeks, to be taken at the discretion of the employee during the period(s) preceding and/or following the birth of her child. An employee shall, if she so chooses, have the right to continue with her regular duties during pregnancy. Should the health of the mother or child require additional time off from University duties, the employee may apply to her Dean/Director of Libraries for a leave of absence without pay for an additional period of up to twelve (12) weeks. Application for maternity leave shall be made as early as possible in advance of the expected delivery date. The employee shall give due regard to the need of the University for early notice of a prolonged period of leave.

The teaching/professional and service responsibilities of an employee on maternity leave of less than one month shall normally be assumed by her colleagues without additional expense to the Employer. If an employee takes maternity leave of longer than one month, the Employer will normally arrange for a substitute or shall provide appropriate remuneration or other compensation to colleagues who assume her duties.

Leave with full salary and benefits of up to five (5) days shall be granted to a male employee on the occasion of the birth of his child. The teaching/professional and service responsibilities of employees on paternity leave shall normally be assumed by their colleagues without additional expense to the Employer.

Leave of absence of up to five (5) days shall be granted to employees upon the adoption of a child. Employees in this case shall provide the Dean/Director of Libraries or Chairperson (where applicable) with as much notice as possible of impending adoption for which leave is to be taken. The teaching/professional and service responsibilities of employees on adoption leave shall normally be assumed by their colleagues without additional expense to the Employer.

Support Staff

Pregnancy, Paternity, and Adoption Leave

An employee who is pregnant and who has been employed by the University for a period of at least 12 months immediately preceding the estimated day of her delivery, shall be entitled upon her application to a leave of absence without pay of at least seventeen weeks, or such shorter leave as she may request, commencing during the eleven weeks immediately preceding the estimated day of her delivery.

The University's regular portion of the employee's benefit premiums shall continue to be paid during pregnancy leave, and the employee shall continue to accrue seniority for the duration of such leave.

No employee shall be required to return to work following pregnancy leave earlier than six weeks following her actual date of delivery; nor shall she be permitted to do so unless she has given one week's notice of her intention to return and has furnished her Supervisor with the certificate of a legally qualified medical practitioner stating that she is able to resume her work.

An employee shall give her Supervisor two weeks' notice in writing of the day upon which she intends to commence her pregnancy leave, and shall furnish her Supervisor with the certificate of a legally qualified medical practitioner stating that she is pregnant and giving the estimated day upon which delivery will occur.

Please describe your maternity leave policy for staff and faculty (Cont'd)

YORK (Cont'd)

Support Staff (Cont'd)

An employee who intends to resume her employment on the expiration of her pregnancy leave shall inform her Supervisor of her approximate date of return when she applies for leave. If the leave requested is not longer than the leave allowed by law, upon her return to work she shall be reinstated in her former position. If the employee requests a further leave of absence, without pay, Article 14 - Leave of Absence Without Pay will apply.

The University may require a pregnant employee to commence leave at any time when the duties of her position cannot reasonably be performed by the pregnant woman, or the performance of her work is materially affected by the pregnancy. Any grievance arising from such decision shall be initiated at Step 3.

A leave of absence with pay shall be granted for up to three days for paternity leave.

An employee shall be granted up to three days' leave of absence with pay at the time of adoption of a child.

ONTARIO HEALTH INSURANCE PLAN

University	Type of Cost Sharing Commitment	Employee Premium	Employer Premium
Brock	Maintenance & Housekeeping percentage basis	Nil	100%
	All other employees fixed dollar	Nil	Single 19.00 Family 38.00
Carleton	58.5% of Premium	Academic Union Single 11.25 Family 22.50	Single 7.75 Family 15.50
	95% of Premium	C.U.P.E. Single .95 Family 1.90	Single 18.05 Family 36.10
	80% of Premium	I.U.O.E. & C Single 3.80 Family 7.60	Single 15.20 Family 30.40
	58.5% of Premium	All Others Single 7.89 Family 15.78	Single 11.11 Family 22.22
Guelph	66 2/3% of premium	Single 6.51 Family 13.35	Single 12.49 Family 24.65
Lakehead	90% of premium	Single 1.90 Family 3.80	Single 17.10 Family 34.20
Laurentian	100% of May 1, 1978 premiums	Nil	100%
McMaster	73.4% of premium	Single 5.05 Family 10.10	Single 13.95 Family 27.90
Ottawa	25% of premium	Single 14.25 Family 28.50	Single 4.75 Family 9.50
Queen's	66 2/3% of premium	Single 6.35 Family 12.70	Single 12.65 Family 25.30
Ryerson	100% of premium	Nil	100%
Toronto	No commitment	Single 8.00 Family 16.00	Single 11.00 Family 22.00
Trent	No commitment	Single 14.25 Family 28.50	Single 4.75 Family 9.50
Waterloo	77.3% of premium	Single 4.28 Family 8.56	Single 14.72 Family 29.44
Western	50% of premium	Single 9.50 Family 19.00	Single 9.50 Family 19.00
WLU	100% of premium	Nil	100%
Windsor	100% of premium	Nil	100%
York	----	Support Staff Single 4.75 Family 9.50	Single 14.25 Family 28.50
		Prof. & Managerial Single 9.50 Family 19.00	Single 9.50 Family 19.00
		Faculty Single 15.20 Family 30.40	Single 3.80 Family 7.60
		I.U.O.E. Single 7.00 Family 14.00	Single 12.00 Family 24.00
		C.U.P.E. Single 4.75 Family 9.50	Single 14.25 Family 28.50
		U.P.G.W.A. Single 13.50 Family 32.50	Single 5.50 Family 5.50

SUPPLEMENTARY HEALTH INSURANCE

Services Insured	Eligibility: Who is Eligible	Eligibility: When Eligible	Deductible Amount	Co-insurance Provisions	Monthly Employee Premium	Monthly Employer Premium	Carrier	Is Policy experience rated?
BROCK								
Up to $5 for private hospital room, charges of registered nurse, pres. drugs & medicines, diagnostic x-ray & lab exams, x-ray radium, radio-active isotopes therapy, rental of iron lung, hospital bed, etc., purchase of artificial eyes, local ambulance service, anaesthesia and oxygen.	All full-time faculty and staff	Upon appointment	Non-union: $25. S $50. F Union: $10. S. $20. F	Non-union: 80% Union: n/a	Nil for both union & non-union	Non-union $ .75 S $2.11 F Union: $1.90 S $4.75 F	Confederation Life	Yes
Semi-private hospital	All full-time faculty and staff except unionized	Upon appointment	n/a	n/a		$ .73 S 2.15 F	Confederation Life	Yes
Semi-private	Unionized staff	Insured on same date that OHIP becomes effective				$1.25 S 2.50 F	Blue Cross	No
CARLETON								
Ambulance services medical aids & appliances, pres. drugs & medications private duty nursing services, services of the following: osteopath naturopath, podiatrist, clinical psychologist, psysiotherapist, chiropractor, etc. to the extent that such services are not covered under OHIP.	All employees	On the 1st day of the month coincident with or next following date of appointment	$25. S $50. F	80%	-Academic Union -CUPE -Non-union Senior Admin. - - -All others $ .79 S 2.51 F	$1.58 S 5.03 M $ .79 S 2.52 F	Canada Life	Yes Cross experience rated with dental plan
					semi-private hospital expenses not subject to deductions and co-insurance			
GUELPH								
Pres. drugs, x-ray radium & radio-active isotopes, special nursing, physiotherapists, dental procedures, ambulance, rental of wheel-chairs, hospital beds, iron lungs, splints, trusses, braces, crutches, casts, artificial limbs, eyes. Semi-private hospital accommodation.	All regular faculty and staff and full-time over 6 mos.	Insured on same date as OHIP coverage effective	No deductible $1.00 payment per prescription	100% paid	Nil	$2.49 S 6.10 F	Mutual Life	Yes

17

SUPPLEMENTARY HEALTH INSURANCE (cont'd)

Services Insured	Eligibility: Who is Eligible	Eligibility: When Eligible	Deductible Amount	Co-insurance Provisions	Monthly Employee Premium	Monthly Employer Premium	Carrier	Is policy experience rated?
LAKEHEAD								
Difference between ward & semi-private hospital, pres. drugs, services of private nurse, physiotherapist, psychologist, ambulance service, durable equipment.	All full-time permanent staff who qualify for OHIP	1st day the month following date of employment	$15 Single $30 Family	100% after deductible on prescription drug 80% after deductible on all other services	$ .15 S .46 F	$1.35 S $4.10 F	Confed. Life	Yes
LAURENTIAN								
Prescription drugs, oxygen, fees of a private nurse, charges for ambulance, accidental injury to natural teeth, wheelchairs, physiotherapist, psychologist, speech therapist, podiatrist, chiropractor, vision care.	All full-time employees	1st day of the month coincident with or following date of employment	N/A	100%	$1.91 S $5.71 M	Same	Confed. Life	Yes
Semi-Private Coverage	All full-time employees	Upon appointment	N/A	N/A	$1.25 S $2.50 F	Nil	Blue Cross	No
McMASTER								
Pres. drugs private duty nursing, balance of ambulance, durable equipment rented for temp. therapeutic use. Semi-private room charge plus $3. per day of private room expense. Accidental damage to natural teeth.	Persons who receive OHIP coverage through Univ. group are required to have Major Medical Policy.	1st day of employment	$25/person $50/max/family	100%	$ .23 S $ .67 F	$ .48 S $1.33 F	Sun Life	Yes
OTTAWA								
Pres. drugs, private nurse, ambulance, physiotherapists, wheel-chairs, splints, braces, artifical limbs, some dental surgery	Compulsory for full-time staff	Upon date of appointment	$10	100%	Nil	$2.43 S $7.75 F	Great West Life	Yes
Semi-private room	Full-time staff Optional		Nil	Nil	$ .90 S $1.90 F	Nil	Great West Life	Yes
QUEEN'S								
100% pres. drugs physiotherapy, injury to natural teeth from accident ambulance services, braces, crutches, rental wheel-chair, bed-iron lung, hospital services not covered by OHIP, emergency physician's services outside Ont. in excess of OMA fee schedule	All regular full-time staff on optional basis	1st day	$25	80% services of reg. nurse	$ .33 S $1.55 F	$ .75 S $3.49 F	Canada Life	Yes
Semi-private	All regular full-time staff on optional basis	1st day	No Deductible	No Co Insurance	$ .70 S $2.31 F	Nil Nil	Canada Life	Yes

SUPPLEMENTARY HEALTH INSURANCE (Cont'd)

Services Insured	Eligibility: Who is Eligible	Eligibility: When Eligible	Deductible Amount	Co-insurance Provisions	Monthly Employee Premium	Monthly Employer Premium	Carrier	Is policy experience rated?
RYERSON								
Pres. drugs, private duty nurses. Difference between semi-private and private room accommodation, Emergency physician's services outside of Ont. in excess of OMA fee schedule.	Compulsory for all full-time staff who commenced employment after July 1/74	Date of appointment	$50/person/yr $100/family/ yr	100% paid after deductible	Nil	$1.29 S $3.48 F	Mutual Life of Canada	Yes
TORONTO								
Extended Health Care-drugs, serum injectibles & insulin, private nursing services of a physiotherapist, difference in cost semi-private and private hospital room in general hospital, certain dental care as a result of accident, up to $10 a day in private hospital, special remedial appliances, artificial limbs, radium and radioisotope treatment, ambulance services.	Anyone paid through Univ. payroll	1st day of month following date of appointment	$25/person/ yr $50/family/ yr	80% paid after deductible	$1.11/mo S $2.98/mo F	n/a	Blue Cross	Yes
Semi-private Hospital-difference in cost ward and semi-private room accommodations.	Any staff member enrolled in Univ. OHIP group	Same date as OHIP coverage	n/a	n/a	$1.25/mo S 2.50/mo F	n/a	Blue Cross (in conjunction with OHIP)	No
TRENT								
Blue Cross Extended Health Care	Full-time staff, and sessional & part-time staff who work at least 15 hrs. per wk and have an appointment of at least 12 months.	1st day of month following date of appointment and/or applic.	$25/person $50/family	100% paid after deduct.	Nil	$ .77 S $2.30 F	Blue Cross	Yes
Blue Cross Supplementary semi-private coverage	Regulations regarding OHIP insurance apply		n/a	n/a	Nil	$1.25 S $2.50 F	Blue Cross	No

SUPPLEMENTARY HEALTH INSURANCE (Cont'd)

Services Insured	Eligibility: Who is Eligible	Eligibility: When Eligible	Deductible Amount	Co-insurance Provisions	Monthly Employee Premium	Monthly Employer Premium	Carrier	Is policy experience rated?
WATERLOO								
Difference between ward and semi-private hospital, most pres. drugs, blood transfusions, some nursing services, some ambulance services, wheel-chairs, braces.	All full-time faculty and staff	On appointment	$25/single $50/family	100% paid by insurance company	Nil	$1.62 S $5.24 F	Dominion Life	Yes
WESTERN								
Semi-private and private diff. hospital service, supplies not covered by OHIP, private nurse, pres. drugs, wheel-chair, iron-lung, ambulance, etc.	All full-time permanent staff	1st day of appointment on a full-time continuing basis	$25/single $50/family	80%	$ .81 S 2.35 F	$ .81 S $2.36 F	London Life	Yes
WLU								
Private nursing care by registered nurse in/out hospital when not provided by OHIP--a direct order by doctor, difference between ward and semi-private and private room in hos., difference between semi-private and private room in hos., out-patient physio-therapy (by registered physio-therapist) when not paid by OHIP, therapeutic equipment, artificial limb or eye, or a truss, brace, crutch or cast, pres. drugs, blood, bandages or surgical dressings, up to $10/da in Licensed Private Hos. for max of 120 days, dental care by dentist or oral surgeon out of hospital resulting from accidental injury occurring after effective date of coverage, psychologist treatment at general practitioner rate, masseurs and speech therapists (up to max of 20 treat. by speech therapist per benefit year), ambulance services, oxygen and its administration.	All full-time staff and faculty	1st of next month following date of appointment	$25/single $50/family	n/a	n/a	$1.50 S $4.50 F	Great-West Life	Yes

SUPPLEMENTARY HEALTH INSURANCE (Cont'd)

Services Insured	Eligibility: Who is Eligible	Eligibility: When Eligible	Deductible Amount	Co-insurance Provisions	Monthly Employee Premium	Monthly Employer Premium	Carrier	Is policy experience rated?
WINDSOR								
Faculty Blue Cross E.H.B.	Full-time Faculty	30 day E.P.	10/20	100%	n/a	$2.69 S 7.62 F	Blue Cross	Yes
Blue Cross Semi-private	Full-time Faculty	30 day E.P.	n/a	n/a	n/a	$1.00 S 2.00 F	Blue Cross	n/a
Admin. & Union								
Green Shield Pres. Plan	Full-time Admin. Full-time union	30 days End of probation	.35/pres.	n/a	n/a	$3.79 S 7.58 couple 11.37 F	Green Shield	No
YORK								
Drugs, private duty nursing, prosthetic appliances, dental care resulting from an accident, ambulance, optometrist.	All full-time faculty and staff	Date of appointment if carrying OHIP	$25/person $50/family	80/20	n/a	$1.60 S $4.56 F	Travelers of Canada	Yes
Semi-private coverage in hospital	All full-time faculty and staff	Date of appointment if carrying OHIP	Nil	Nil	Included in above premium			

LONG-TERM DISABILITY - SALARY CONTINUATION

Benefit as % of Salary	What is Escalation Clause	Voluntary or Compulsory Participation	Eligibility Who is Eligible	Eligibility When Eligible	Waiting Period for Benefit	Total Premium	% of Prem. Paid by Employer	Carrier	Is Policy Experience Rated?
BROCK									
60% max. $2,500 per month	n/a	Compulsory	All faculty and non-unionized staff	Upon appointment	105 days	.59% of	0%	Mutual of Omaha	Fully Pooled
CARLETON									
Union Staff 65%	n/a	Voluntary	All full-time staff and reduced faculty appointments	Upon appointment	180 days	49¢/$100 of gross salary per month	Acad. & CUPE -100% All others -50%	Canada Life	Fully Pooled
Non-Union Staff - Salaries less than $21,600 Same as union staff except when salary reaches $21,600 higher benefit level applies.									
Non-Union Staff - Salaries $21,600 and over 75% max. $2,500 per month	3%	Sen.Admin. Compulsory	All Full-time staff members	Date of appointment	180 calendar days	80¢/$100 of gross monthly salary	Sen.Adm. 100% Support 50%	Canada Life	Fully Pooled
GUELPH									
Faculty & Professional -equivalent to 50% of salary (max. $2,000 p.m.) Staff 66 2/3 of Salary	n/a	Compulsory	All regular faculty & staff and full-time in excess of 12 months hired on temporary basis	Faculty & staff on appointment	90 calendar days	84% monthly salary	73.33	Constel-lation Life	Yes
LAKEHEAD									
60% to max. of $2,500 p.mo.	n/a	Compulsory	All full-time faculty & senior support staff	Date of appoint-ment	17 weeks	$ .450/$100	90%	Confed. Life	Yes
LAURENTIAN									
80% to max. of $2,500/mo.	max. of 3%	Compulsory	All full-time staff	1st day of month coincident with or following date of employment	6 months	.78¢/100	100%	Confed. Life	Yes
McMASTER									
60% of 1st $7,000, 50% of next $6,000. 40% of remainder to max. of $2,033.34 per month	n/a	Compulsory	All perm. faculty & staff	Persons below level 12, 1 month after start; level 12 and up to and all faculty from 1st day	None	.366% of salary	Nil	Sun Life	Yes
OTTAWA									
66-2/3% max. $2,500/month	4%/yr	Compulsory	All full-time staff members	All full-time faculty on 1st day, others after 3 months	119 calendar days from date of total disability	$1.40/ 100	100%	Canada Life	Yes

LONG-TERM DISABILITY - SALARY CONTINUATION (Contd)

Benefit as % of Salary	What is Escalation Clause	Voluntary or Compulsory Participation	Eligibility: Who is Eligible	Eligibility: When Eligible	Waiting Period for Benefit	Total Premium	% of Prem. Paid by Employer	Carrier	Is Policy Experience Rated?
QUEEN'S									
65% first $7,200 55% next $10,800 40% remainder	3%	Voluntary	Full-time Employees	At hiring	180 days	47%	Nil	Constel-lation Life	No
RYERSON									
75% of salary to a max of $2500 per month less any other disability pension paid	Starts with 13th full month pmt. & annual after based on Stats. Can. Toronto CPI to max 3% annual adjust. compounded	Compulsory	All full-time staff (faculty & support)	1st day of employment	22 days	.834% monthly salary	100%	Confed. Life	Yes
TORONTO									
70% of annual earnings with maximum insurable earnings of $36,000 (max. benefit is $25,200 per annum)	n/a	Voluntary	All full-time and part-time staff holding an appoint-ment of 25% or more of full-time	On appoint-ment or date application card signed whichever is the latter date	90 days con-secutive	.63% of monthly insur-able earnings	60%	Confed. Life	Yes
TRENT									
See Sick Leave Entitlement Policy. After 6 months: 75% of 1st $5,000 +65% of 2nd $5,000 +50% of next $10,000 +40% of balance up to a max of $2000/mo less any other disability pension paid	Benefits increased annually according to Consumer Price Index, with a max. annul increase of 2%	Compulsory Voluntary	- All Full-time - All part-time and sessional having a normal work week of at least 15 hours & an appoint-ment of at least 12 months	Full-time hourly paid after 3 mo. of service. Others from date of appoint-ment	1st 6 mo of illness and/or disability considered under Univ. sick leave entitlement plan.	.638% of monthly salary	Nil	Confed. Life	Yes
WATERLOO									
60% of base salary to max. benefit of 3500/mo tax free	Up to 5% per annum	Compulsory	All full-time faculty & Sr. staff	After 1st day of employment	180 days	.00529 x salary	Mo;	Confed.	Yes, for one year then pooled
			All other full-time staff (incl.union)	After 3 mo of employment	90 days				

LONG-TERM DISABILITY - SALARY CONTINUATION (Cont'd)

Benefit as % of Salary	What is Escalation Clause	Voluntary or Compulsory Participation	Eligibility: Who is Eligible	Eligibility: When Eligible	Waiting Period for Benefit	Total Premium	% of Prem. Paid by Employer	Carrier	Is Policy Experience Rated?
WESTERN									
75% of salary up to max. $2000/mo.	3% per year to max. benefit $2500	Compulsory	All Full-time permanent members of staff	1st day of appointment on full-time continuing basis	15 wks.	$1.35 per $100 benefit	50	Mutual of Omaha	Yes
WLU									
60% for faculty & staff	n/a	Voluntary	All full-time faculty and staff	1st of next month from date of employment	90 days	$1.05 per $100	Nil	Great-West Life	Yes
WINDSOR									
50%	Based on wages as raised each year for admin. & union	Compulsory	Full-time faculty = 30 days admin = 30 days union = end of probation		105 days	.51% of monthly payroll	100%	Union-Mutual	Yes
YORK									
60% of 1st $6,000 + 50% of excess	n/a	Compulsory	All full-time faculty & staff	Date of appointment	90 days			Constellation	No

Support Staff	- 42¢/$100 of mo. salary	30%
Prof. & Mang.Staff (In Dental)	- 42¢/$100 of mo. salary	nil
(Not in Dental)	42¢/$100	48%
Faculty	- 42¢/$100	nil
I.U.O.E.	- 42¢/$100	50%
C.U.P.E.	- $1.80/$100 of mo. salary	75%
U.P.G.W.A.	- 42¢/$100	29%

SICK LEAVE PROGRAM

Coverage Days Weeks Months	Eligibility: Who is Eligible	Eligibility: When Eligible	Full Salary or Percent	Self-insured
BROCK				
105 days (elimination period on LTD) per disability or illness	Faculty and non-unionized staff (full-time)	Upon appointment	Full salary	Yes
1½ days/month cumulative sick leave program	Unionized staff (maintenance and housekeeping full-time)	Upon appointment	Full salary until sick leave credits are exhausted	Yes
CARLETON				
Administrative Support, Technical Support and Trades Groups				
1¼ days for each month of service	All full-time and regular part-time staff	Date of appointment	Full Salary for accumulated days - thereafter nil salary	Yes
Professional/Managerial & Faculty				
6 months	All full-time and regular part-time staff	Date of appointment	Full salary	Yes
GUELPH				
Unlimited to date of eligibility for disability insurance	C.U.P.E. Stationery Engineers Food Services Guards	After 3 months employment	Full	Yes
Cumulative Sick days Accumulated as follows: Less than 3 mos. employment - 3 days More than 3 mos. " 10 days " " 12 mos. " 36 days " " 24 mos. " 48 days " " 36 mos. " 60 days	Staff & exempt		Full pay " " " " " " " "	Yes
3 months sick pay	Faculty & Professional staff	Immediate	Full pay	Yes
LAKEHEAD				
Support Staff (Non-organized)				
Cumulative Sick Leave plan whereby an employee accumulated 1½ days per month of service, to a maximum of 240 days.	All Full-time non-union support staff	After 3 months of service	Full salary	Yes
Faculty/Senior Administration				
For extended period of sickness, 1 month for each year of service to a maximum of 4 months after which the LTD plan applies.	Faculty and Senior Administrative personnel	Upon appointment	Full salary	Yes

SICK LEAVE ENTITLEMENT (Cont'd)

Coverage Days	Weeks	Months	Eligibility: Who is Eligible	Eligibility: When Eligible	Full Salary or Percent	Self-insured
LAURENTIAN						
6 months			Faculty Administration	On appointment	Full Salary	Yes
75 days			All other staff	On appointment	Full Salary	Yes
McMASTER						
	15 weeks		Salaried Support Staff up to Level 12	After one month of service	Full Salary	Yes
		4 months		After 5 years	Full Salary	Yes
	26 weeks		Professional Management Level 12 and higher and all faculty	Date of employment	Full Salary	Yes
			salaried (Support Staff up to Level 12)	After 10 yrs.	Full Salary	Yes
OTTAWA						
119 days			All regular employees	Academic Staff: no waiting period	100%	Yes
				Support Staff: 3 months	100%	
QUEEN'S						
All regular employees are eligible without any waiting period for 100% Sick Leave with pay for any bona fide absence - maximum of six months for tie with LTD.						
RYERSON						
22 working days			All regular and probationary staff	Date of employment	Full Salary	Yes
TORONTO						
15 weeks			All full-time and part-time appointed staff members	After 3 months completed service	100%	Yes

TRENT

1. Full-time and sessional salaried staff if enrolled in LTD are paid full salary up to 6 months. Doctor's certificate required if illness beyond 2 weeks.

2. Full-time and regular part-time hourly staff are paid full pay at rate of one normal working day per month of service (upon completion of 3 months' probation) up to 60 days, when these days were not used on previous illnesses. Illness beyond 3 days requires doctor's certificate. After all sick leave credits used up, full-time staff enrolled in LTD will receive 75% of normal wages until returns to work or up to 6 months. Part-time staff, not enrolled in LTD, would apply to UIC for sick benefits.

SICK LEAVE ENTITLEMENT (Cont'd)

Coverage Days Weeks Months	Eligibility: Who is Eligible	Eligibility: When Eligible	Full Salary or Percent	Self-insured
WATERLOO				
Staff except Management and Faculty				
30 days + 1 day for every month worked to a maximum of 180 days.	All Full-time Staff	After 1st full day at work	Full salary	Yes
Faculty and Management				
180 days	All Full-time Faculty	After 1st day of employment	Full salary	Yes
Union				
During probation period - 3 days until 75 days worked then 30 days as per staff	All full-time employees		Full salary	Yes
WESTERN				
Short-term - 15 weeks	Full-time continuing staff and faculty	1st day of employment	Full salary	Yes
Long-term - From 16th week to age 65 or recovery (if totally disabled)	Full-time continuing staff and faculty	1st day of employment	75% of salary to a maximum monthly benefit of $2,000 and maintenance by University of other benefits including pension	No
WLU				
90 days	Full-time faculty Exec. professional	Date of employment	Full salary	Yes
90 days	Staff	28 days from date of employment and accumulated rate of 1 day per month to 90	Full salary if accumulated 2/3 if not accumulated to 90 days	Yes
105 days	Maintenance Staff	Accumulated rate of 1¼ days per month after probation retro to start date	Full credit and 2/3 salary to 105 days	Yes
WINDSOR				
Short-term First 105 days	All full-time faculty & staff	30 days after hiring or end of probation period	100%	Yes
Long-term To age 65	All full-time faculty & staff	After 105 consecutive days	50% staff 66 2/3% faculty	No Constellation Life

SICK LEAVE ENTITLEMENT (Cont'd)

Coverage	Eligibility			
Days Weeks Months	Who is Eligible	When Eligibile	Full Salary or Percent	Self-insured
YORK				
Accumulated at 1½ days per month of service	Support Staff CUPE, Engineers and Security	Accrued from appointment date	Full Salary	Yes
15 weeks	Faculty	Date of appointment	Full Salary	Yes
Informal policy	Professional & Managerial	Date of appointment	Full Salary	Yes

SICK LEAVE PROGRAM (BENEFITS CONTINUANCE)

	Are Benefits Continued?	As If Full Salary	Cost Sharing Arrangements?	
			EE	ER
BROCK	Yes	Yes	Same	Same
CARLETON	Yes	Yes	Same	Same
GUELPH	Yes	Yes	Same	Same
LAKEHEAD	Yes	Yes	Same	Same
LAURENTIAN	Yes	Yes	Same	Same
McMASTER	Yes	Yes	Same	Same
OTTAWA	Yes	Yes	Same	Same
QUEEN'S	Yes	Yes	Same	Same
RYERSON	Yes	Yes	Same	Same
TORONTO	Yes	Yes	Same	Same
TRENT	Yes	Yes	Same	Same
WATERLOO	Yes	Yes	Same	Same
WESTERN	Yes	Yes	Same	Same
W.L.U.	Yes	Yes	Same	Same
WINDSOR	Yes	Yes	Same	Same
YORK	Yes	Yes	Same	Same

LONG TERM DISABILITY (BENEFITS CONTINUANCE)

	Are Benefits Continued	As If Full Salary	Cost Sharing EE	Cost Sharing ER
BROCK	Yes	Yes	same	same
CARLETON	Yes	Yes	nil	100%
GUELPH	Yes	Yes	same	same
LAKEHEAD	Employee pays full O.H.I.P.	Yes except O.H.I.P.	employees pay full O.H.I.P.	full cost of all other benefits excluding pension
LAURENTIAN	Yes except pension	Yes	same	same
McMASTER	Yes	Yes	nil	100%
OTTAWA	Yes	Yes	nil	100%
QUEEN'S	Yes	Yes	nil	100%
RYERSON	Yes	Yes	same	same
TORONTO	Yes	Yes	same	same
TRENT	Yes	Yes	nil	100%
WATERLOO	Yes	Yes	same no pension contribution	same - no pension contribution
WESTERN	Yes	Yes	nil	100%
W.L.U.	Yes	Yes	same	same
WINDSOR	Yes	Yes	same	same
YORK	Yes	Yes	nil	100%

LIFE INSURANCE

Amount of Life Insurance Available	Voluntary or Compulsory Participation	Eligibility: Who is Eligible	Eligibility: When Eligible	Total Prem. (¢/$1,000 per month)	% of Premium Paid by Employer	Carrier	Is Policy Experience Rated?
BROCK							
Non-Union Faculty and Staff 3 x earnings (rounded to next highest $1,000) to age 65. Unionized Staff: 2 x earnings (rounded to next highest $1,000) to age 65	Compulsory	All Full-time faculty & staff	Upon appointment	$ .223/1,000	100%	Confed. Life	First $40,000 of each claim remainder pooled
CARLETON							
Basic Benefit 2 x salary rounded to next highest $1,000	Compulsory	All Full-time employees and reduced faculty appointments	On appointment	Academic Union $.16/1 000 All Others $.225/1,000	Academic Union First $8.60 of monthly premium. C.U.P.E. 100% All Others 50%	Metropol. Life	First $25,000 of each claim - remainder pooled
Additional Benefit Units of $10,000 to maximum of $100,000	Voluntary	All Full-time employees and reduced faculty appointments	On appointment subject to satisfactory evidence of health	Dependent on age - 5 year age bands	Nil	Metropolitan Life	Pooled
GUELPH							
Option of either 2 or 3 x annual salary or survivor benefit	Compulsory	All regular faculty and staff and employees hired for more than 6 mos.	On appointment	$ .22/1,000	66.66%	Crown Life	Yes
LAKEHEAD					90%	Confed. Life	Yes
Faculty/Senior Adm. Up to age 65, 2 x basic annual earnings. Max. $75,000	Compulsory	All full-time faculty and sr. staff	On appointment	$ .19/1,000			
Support Staff Up to age 65, 1½ times basic annual earnings. Max. $50,000	Compulsory	All full-time staff faculty	Upon completion of 3 months' service	$ .19/1,000	90%		
LAURENTIAN							
4.5 x salary to next multiple of 1,000 - max coverage 75,000	Compulsory	All full-time employees	First day of month coincident with or next following date of appointment	$.35/	35%	Confed. Life	Yes

LIFE INSURANCE (Cont'd)

Amount of Life Insurance Available	Voluntary or Compulsory Participation	Eligibility: Who Is Eligible	Eligibility: When Eligible	Total Prem. (¢/$1,000 per month)	% of Premium Paid by Employer	Carrier	Is Policy Experience Rated?
McMASTER							
Single: annual salary to next higher 1,000 x1, x2, or x3. Married: annual salary to next higher 1,000 x1, x2, x3 or survivor income benefit	Compulsory for all full-time and part-time employees	All permanent employees who are under age 65 at date of hiring	1st day of employment	$.22/month	100% on 1x 80% on 2x and 3x	Sun Life	Yes
OTTAWA							
Basic Staff members with no spouse or dependents 100%. Staff members with spouse and/or dependents 300%.	Compulsory	All staff	On appointment	$ .40/1,000	Employer pays 100% of first $25,000	Canada Life	Yes
Optional - for staff up to $150,000	Optional	All staff	On appointment	$ .39/1,000	nil		
Optional - for dependents - spouse - $5,000, each child - $1,000	Optional	All staff	On appointment	$1.55/month family	nil		
Voluntary Accident	Optional	All staff & dependents	On appointment	Single - $ .50/10,000 /month family $ .75/1,000/ month	nil	Ameri. Home	
Death, dismemberment loss of sight or hearing	Optional	All staff & dependents					
QUEEN'S							
Group Life Insurance available to all full-time employees, amount depends on salary and dependents. a) Employees with dependents receive coverage of 300% of salary. Maximum $105,000. b) Those without dependents have 100% of salary. c) After retirement - 100% of salary at age 65 and reducing by 20% per year to 10% at age 70 with a $2,000 minimum	Voluntary	All full-time employees	At hiring	$ .42	57%	Canada Life	Yes

LIFE INSURANCE (Contd)

Amount of Life Insurance Available	Voluntary or Compulsory Participation	Eligibility Who is Eligible	Eligibility When Eligible	Total Prem. (¢/$1,000. per month)	% of Premium Paid by Employer	Carrier	Is Policy Experience Rated?
RYERSON							
2x annual salary rounded to the next thousand	Compulsory	All full-time faculty and support staff	Date of appointment	.256	100%	Mutual Life of Canada	Yes
All full-time faculty additional 2x annual salary rounded to the next thousand	Compulsory for all faculty commencing employment after Jan. 1/75	All full-time faculty	Date of appointment	.271	70%	Mutual Life of Canada	Yes
Support Staff over Grade 18 additional 1x's or 2x's annual salary rounded to next thousand	Voluntary	Support staff over Grade 18	On date of appointment	.256	70%	Mutual Life of Canada	Yes
TORONTO							
Basic coverage of 1x annual salary free plus additional optional coverage of 1x annual salary or 2x annual salary	Optional coverage voluntary. Basic coverage of 1x salary automatic	All full-time and part-time staff holding and appointment of 25% or more of full-time	On appointment or date application card signed whichever is the latter date.	35¢ per $1,000	Basic coverage 100% Optional coverage 29%	Canada Life	Yes
TRENT							
Basic life insurance equivalent to annual salary for salaried staff. For hourly paid staff, amount of insurance is equal to 2000 hours x hourly rate.	Compulsory for full-time salaried and full-time hourly. Optional for sessional and part-time staff working at least 15 hours per week holding an appointment of at least 12 months.		Upon completion of 3 months employment for full-time hourly staff, from date of appointment for all others.	$ .33	100% of premiums for coverage to $25,000 25% of premiums for coverage in excess of $25,000	Confed. Life	Yes
WATERLOO							
Options of 1,2,3 and 4 times salary available.	1 x salary compulsory	All full-time faculty and staff	On appointment	31¢/1,000	100% of 1x salary 40% of 2 & 3x salary 4x salary paid by employee	Dominion Life	Yes

LIFE INSURANCE (Cont'd)

Amount of Life Insurance Available	Voluntary or Compulsory Participation	Elibigility: Who is Eligible	Elibigility: When Eligible	Total Prem. (¢/$1,000 per month)	% of Premium paid by Employer	Carrier	Is Policy Experience Rated?
WESTERN							
Basic - 2 x salary	Compulsory	All full-time permanent staff	1st day of month coinciding with or next following appointment on a full-time basis.	$.22	75%	London Life	Yes
Additional ½ or 1 x salary $150,000 maximum total amount.	Optional	All full-time permanent staff	1st day of month coinciding with or next following appointment on a full-time basis	Up to 39-.15 40-44 .35 45-49 .55 50-54 .85 55-59 1.35 60-65 2.00	None	London Life	Yes
WLU							
Optional amounts 1½ x salary 2 x salary or 3 x salary	Voluntary	All full-time faculty and staff	First of month following employment	.27/1,000	Univ. pays full amt. for first $25,000 Employee pays full amount beyond $25,000.	Great West Life	Yes
WINDSOR							
Faculty to age 65 2 x annual salary Max. $110,000 No age reduction to age 65 Age 65-67 1 x annual salary Max. $55,000	Compulsory	Full-time faculty, admin., union.	First day of month after date of hire.	$ .28/1,000 incl. A.D. & D $ .06/1,000 for A.D. & D	100%	Great West Life	Yes
Administration to age 65. 2 x annual salary - max $110,000 No age reduction. Age 65 $1,500 paid-up insurance			First day of month after 30 days service		100%		
Unions to age 65 1 x annual salary - min. $15,000. No age reduction. Max. $65,000. Age 65 $1,500 paid-up insurance.			After the completion of probationary period		100%		
YORK							
300% of annual salary to age 65 100% July 1st following age 65.	Compulsory	All full-time faculty and staff	Date of appointment	$ .32/1,000	CUPE 75% Support Staff and IUOE 50% Faculty and P/M and PGWA 100%	Travelers of Canada	Yes

SURVIVOR BENEFIT (GROUP LIFE INSURANCE)

(NOTE: Only Guelph, McMaster, Toronto and Trent currently have Survivor Benefit Plans)

Amount of Benefit	Eligibility: Who is Eligible	Eligibility: When Eligible	Total Premium	% of Premium Paid by Employer	Carrier	When Introduced
GUELPH						
1 x salary ($75,000 max) plus	All employees with dependents	On appointment	1 x salary 24¢/$1,000/mo	66.6%	Crown Life	Sept. 1/1971
25% of salary to surviving spouse plus 5% of salary to each of up to 3 dependent children			25% salary to Spouse $3.90 per $100 monthly benefit per month	66.6%		
1 x salary plus 25% to spouse			25% sal. + 5% up to 3 $3.39 per $100 monthly benefit per month.	66.6%		
1 x salary plus 25% to dependent children			25% sal. to child $2.19 per $100 monthly benefit per month.	66.6%		
McMASTER						
Spouse & Children Lump sum payment of 1 x salary to next higher thousand plus 25% of salary for spouse plus 5% of salary for each dependent child under 21 to a max of 3 children	Married, permanent faculty and staff	1st day of employment	1.53% of covered salaried	67.32%	Sun Life	Oct. 1/1969
Children only Survivor Lump sum payment of 1 x salary to next higher thousand plus 25% of salary to dependent child or children under 21.	Widows, Widowers or legally separated permanent faculty or staff.	as above	.83% of salaries covered	71.71%	Sun Life	Oct. 1/1969
TORONTO						
Basic coverage of 1 x annual salary free Plus Spouse & Children: 30% of annual salary to surviving spouse for lifetime or until remarriage (guaranteed for 10 years) plus 10% of annual salary for each dependent child under 21 (max. of 2 children) Spouse only: 30 of annual salary to surviving spouse for lifetime or until remarriage (guaranteed for 10 years) Children Only: 30% of annual salary to orphans until youngest child reaches age 21 or for the 10 year guaranteed period, whichever is longest period.	All full-time and part-time staff holding an appointment of 25% or more of full-time with eligible dependents.	On appointment or date application card signed, whichever is the latter date.	35¢ per $1,000 of commuted value of insurance	Basic coverage 100% Survivor income Benefit 29%	Canada Life	May 1/1976

SURVIVOR BENEFIT (GROUP LIFE INSURANCE) (Cont'd)

Amount of Benefit	Eligibility: Who is Eligible	Eligibility: When Eligible	Total Premium	% of Premium Paid by Employer	Carrier	When Introduced
TRENT						
Spouse's Option						
25% of basic life insurance coverage per year paid in monthly instalments as long as a spouse lives and remains unmarried.	Compulsory for full-time salaried and full-time hourly. Optional for sessional and part-time working at least 15 hours per week holding an appointment of at least 12 months. Insurance in effect to actual retirement.		33¢/$1,000 of commuted value* of insurance. *Commuted value of insurance is based on member's income and spouse's and children's ages.	100% of premiums for coverage based on commuted value* to $25,000; 25% of premiums for coverage based on commuted value* in excess of $25,000	Confederation Life	July 1/1969
Children's Option						
15% of basic life insurance per year paid in monthly instalments until youngest unmarried dependent child is 23 or 25 if a student. If no spouses' option is elected, benefit is 25% of basic life insurance.						

DENTAL INSURANCE

Plan Coverage	Eligibility: Who is Eligible	Eligibility: When Eligible	Voluntary or Compulsory Participation	Monthly Employee Premium	Monthly Employer Premium	Carrier	Is Policy Experience Rated?	ODA Schedule
BROCK								
Delta Basic Preventative -78 ODA Schedule	Full-time faculty and staff	Upon appointment	Compulsory	nil nil	$7.03 $15.32	Delta	Yes	'78
CARLETON								
Equivalent Blue Cross #9, except oral hygiene instruction expenses not covered	All non-union employees. Union employees if negotiated. 4 out of 6 unions are eligible	Date of appointment.	Compulsory	- Non-Union - Support S $1.06 M $3.22 - Non-Union-Sen.Admn. - Union S - M -	 $4.22 $12.87 $5.28 $16.09	Canada Life	Yes	'75
GUELPH								
Full maintenance program plus periodontics and endodontics	1. All full-time regular employees.	Immediate	Compulsory	S $1.80 F $5.98	$3.59 $11.96	Mutual life Assurance Co.	Yes	'75
	2. All temporary and trust-fund employees hired for more than one year.		Voluntary at time of interview	- same -				
LAKEHEAD - No dental insurance								
LAURENTIAN								
Oral examinations Prophylaxis - once every 6 months. Bite-wing X-rays Extractions and simple alveolectomy. Surgical extraction of impacted teeth. Surgical removal of tumors, cysts, neoplasms. Amalgam, silicate, scrylic and composite fillings. General Anaesthetic required in relation to dental surgery.	full-time employees	1st day of month coincident with or next following date of employment.	Voluntary	S $2.00 F $6.77	$2.00 $6.77	Confederation Lifw	Yes	'75
McMASTER - No dental insurance								
OTTAWA - No dental insurance								
QUEEN'S - No dental insurance								

DENTAL INSURANCE (Cont'd)

Plan Coverage	Eligibility: Who is Eligible	Eligibility: When Eligible	Voluntary of Compulsory Participation	Monthly Employee Premium	Monthly Employer Premium	Carrier	Is Policy Experience Rated?	ODA Schedule
RYERSON								
100% Basic Care 50% Major Care and orthodontic treatment	All full-time employees after 1/9/74	On date of appointment	Compulsory	nil	S $8.09 F $27.18	The Mutual Life Assurance Company.	Yes	'78
TORONTO								
Blue Cross Dental Plan #9	All full-time and part-time staff holding an appointment 25% or more of full-time	1st day of month following date of appointment	Compulsory	S$1.40 F$3.03	S $5.62 F $12.14	Blue Cross	Yes	'77
TRENT								
Blue Cross Dental Plan #9 Basic Preventive dental care.	Full-time staff, and sessional and part-time staff who work at least 15 hrs. per week and have an appointment of at least 12 months	1st day of mo.following date of appt. and/or application. 3 months waiting period for eligible hourly-paid staff.	Voluntary	nil	S $ 5.13 F $10.89	Blue Cross	Yes	'69
WATERLOO - No dental insurance								
WESTERN								
100% of basic dental expenses 80% of major dental expenses	All full-time continuing faculty	1st day of employment	Compulsory	100%	nil	Mutual Life Assurance Co.	Yes	'78
WLU								
Equivalent to Blue Cross #9	All full-time faculty and staff	Date of employment or July 1 of the year following.	Voluntary	S $1.17 F $3.54	S $3.49 F $10.60	Great West Life Assurance Co.	Yes	'77
WINDSOR								
Green Shield 100 plus 4	CUPE 1001 CUOE 100	After Probation Period	Compulsory unless other coverage by spouse.	Nil	S $10.15 F $22.75	Green Shield	No	'78

DENTAL INSURANCE (Cont'd)

Plan Coverage	Eligibility: Who is Eligible	Eligibility: When Eligible	Voluntary of Compulsory Participation	Monthly Employee Premium	Monthly Employer Premium	Carrier	Is policy experience rated?	ODA Schedule
YORK								
Equivalent Blue Cross #7 with riders 1, 2 & 3	Faculty, Professional & Managerial (May 1, 1978)	Date of appointment	Compulsory, unless covered elsewhere	S $1.60 F $4.99	S $5.66 F $17.95	Traveler's Insurance Company	Yes	'75
Equivalent Blue Cross #7 with rider	Operating Engineers	Date of appointment	-same-	S $3.05 F $9.52	S $3.05 F $9.52			'75
Traveler's Dental "A" (similar to Blue Cross #7)	Support Staff	Date of appointment	-same-	S $3.10 F $8.25	S $3.10 F $8.25			'75

POST-RETIREMENT BENEFITS

Life Insurance Coverage	Cost to Retiree	Major Medical	Monthly Employee Premium	Monthly Employer Premium	Other Benefits
BROCK					
Paid-up > 10 yrs. service $1,000 10-15 " " 2,000 15-20 " " 3,000 20-25 " " 4,000 < 25 " " 5,000 - policy is purchased at retirement with volume related to yrs. of service. - applies to non-unionized full-time faculty and staff	nil	n/a			n/a
CARLETON					
Nil	-	Yes*	nil	S $1.66 M $5.30	Dental Plan Faculty Union only coverage continues University pays 100% of premiums S $5.28 F $16.00
		*Provided on Retirement Staff member (i) is age 60 or over (ii) has 5 or more years service (iii) is a member of the Plan			
GUELPH					
CUPE $1,000 paid up policy All others - nil	nil n/a	Can continue on optional basis paying full premium	S $2.49 F $6.10	- -	Dental - can continue on optional basis paying full premium S $ 5.39 F $17.94
LAKEHEAD - No post-retirement benefits					
LAURENTIAN - Not applicable					
McMASTER					
$5,000 paid-up policy	nil	Yes	Nil	S $ .71 F $2.00	
OTTAWA					
1. Retired staff members insured before May 1, 1971: 50% of annual earnings 2. Retired staff members insured after May 1, 1971: 2% for each year of service (max.20) minimum benefit $2,000	nil	Yes (optional)	S $1.76 M $5.88		Semi-Private accommodation Plan (optional) $2.75/m (rate applies to single & married employees)
3. Retired staff members insured after July 1, 1976: - less than 10 years service: $2000 -10 or more years' service: 10% of final salary with minimum of 2,000 and max. of 5,000 coverage					
QUEEN'S					
100% of final salary at 65 reducing by 20% per year to 10% at 70 with a $2,000 minimum	nil	Yes	S $ .50 F $1.00	S $ .50 F $1.00	Semi-private Hospital coverage S $ .70 F $2.31
RYERSON - Not applicable					

POST-RETIREMENT BENEFITS (Cont'd)

Life Insurance Coverage	Cost to Retiree	Major Medical	Monthly Employee Premium	Monthly Employer Premium	Other Benefits
TORONTO - No post-retirement benefits					
TRENT - No post-retirement benefits					
WATERLOO					
Yes	None	Sickness and accident	None	S $1.62 F $5.24	
WESTERN					
Paid-up policy equal to 50% of the amount of the basic insurance in effect at the time of retirement, with the maximum policy being $15,000.	Nil	Yes	S $ .73 F $1.47	S $ .74 F $1.47	
WLU					
Individuals retained on a part-time basis beyond the date of formal retirement - the university will continue to offer the major medical plan to them with the same benefits split as when full-time.					
WINDSOR					
$1,500.00 paid-up insurance for staff at age 65	Nil	-	-	Single Premium about $800.00	Green Shield Prescription Plan - Employee premium - nil Employer premium: S $6.20 F $12.40
YORK - No post-retirement benefits.					

December 1, 1978

VACATION ENTITLEMENT

BROCK

Sec/Cler/Tech	Mtce/Housekeeping	Admn/Professional	Faculty and Librarians
1st cal yr - 1 day/mo, max 10 days 2nd full calendar yr - 2 weeks 3rd full calendar yr - 3 weeks 10th full calendar yr - 4 weeks	Up to 3 yrs - 2 wks after 3 yrs - 3 wks after 10 yrs - 4 wks after 21 yrs - 5 wks	1st and 2nd full cal yr - 3 wks 3rd cal yr and beyond - 4 wks	4 wks upon appointment (pro-rated in 1st year)

CARLETON

Non-Union Support Staff		Managerial/Prof. Staff	Faculty	Non-Academic Unions
1 - 5 years	- 15 da/yr	22 day/yr from date of appointment	One month	Varies between agreements - similar to non-union support staff
6 years	- 16 da/yr			
7 years	- 17 da/yr			
8 years	- 18 da/yr			
9 years	- 19 da/yr			
10 yrs & up	- 20 da/yr			
15 or more	- 22 da/yr			
18 or more	- 25 da/yr			

Note: On an employee's (excluding faculty) 25th anniversary date, he shall be granted an additional 10 working days with pay leave that year only

GUELPH

Faculty and professional staff - 1 month
Non-professional staff - 3 weeks after 1 year; 4 weeks after 12 years.
Supervisory - 1 month.

LAKEHEAD

Non-Union Support Staff	Sec/Clerical Union	Mtce/Housekeeping
Up to 8 years - 3 weeks Over 8 years - 4 weeks	Up to 3 years - 2 weeks 3 to 8 years - 3 weeks over 8 years - 4 weeks	Up to 4 years - 2 weks 4 to 8 years - 3 weeks Over 8 years - 4 weeks

Senior Admin. Officers - 4 weeks

LAURENTIAN

Faculty 1 month
Administration -3 weeks after 1 year 1st to 8th level of Hickling Johnston Salary Scale
4 weeks after 1 year from 9th level
Clerical staff -3 weeks after 1 year
All others -2 weeks after 1 year

McMASTER

Vacation Group	Category	Salary Level
1	Clerical/Secretarial	(Grades 1 - 6)
	Technicians	(Grades 1 - 2)
	Nurses (non-registered)	
	Input/output Operators	
	Junior computer operators	
	Assistant Reactor Operators	
	Equivalent positions	
2	Professional/Management	(Grades 7 - 11)
	Technicians	(Grades 3 - 5)
	Programmer A to Sr. Programmer B	
	Registered Nurses	
	Console & Chief Computer Operators	
	Reactor Operators	
	Reactor Operators (Lead)	
	Equivalent Positions	
3	Professional/Management	(Grades 12 & higher)
	Sr. Programmer C and up	
	Equivalent Positions	
4	Librarians	

VACATION ENTITLEMENT (Cont'd)

McMASTER (Cont'd)

Service at June 30th

Vacation Group 1		Vacation Groups 2, 3 & 4			
			Group 2	Group 3	Group 4
Less than one year (expressed in days per completed months of service)	.92	Less than one year (expressed in days per completed months of service	1.25	1.67	1.67
1 but less than 3 years	11 days	1 but less than 4 years	15	20	1 mth.
3 but less than 12 years	15 days	4 but less than 25 years	20	20	1 mth.
12 but less than 25 years	20 days	25 or more completed years	25	25	25
25 or more completed years	25 days				
Faculty - 1 month					

OTTAWA

Senior Management Positions	- 1 mo. (22 days)after 12 mos.
Prof. Librarians	- 4 wks (20 days) after 12 mos.
Middle Management Positions	- 3 wks (15 days) after 12 mos. - 4 wks (20 days) after 3 yrs.
Technical/Clerical/Secretarial	- 3 wks (15 days) after 12 mos. - 4 wks (20 days) after 12 yrs.
All support staff	- 5 weeks (25 days) after 25 years.

QUEEN'S

Up to 1 yr	- 1 da/mo max 10 da/yr
After 1 yr	- 15 da in that calendar year
After 5 yr	- 1 additional day for each additional year of service
After 10 yr	- 20 da
After 10 yr	- 25 da.

RYERSON

1st year	- Support Staff to Grade 18 - 1 da/mo, maximum 12 days
2nd year	- 15 days
12 full years	- 20 days (Senior Administrators above Grade 18)- 20 days.
Acad. Administrators	- 20 days
Faculty	- No less than 2 consecutive months and not more than 3 consecutive months in any 12 months period (including course preparation)

TORONTO

Administrative Staff

After 1 year of service - 10 days
After 2 years of service - 15 days
After 10 years of service - 20 days

Faculty & Librarians

One month after one year of service

Senior Admin. Staff

After 1 year - 20 days

Full-time and Part-time Staff		Senior Admin. Staff
Up to 1 yr	- 1 da/mo. max 10 da.	4 weeks/year
1 - 2 yrs	- 10 da	
3 - 9 yrs	- 15 da	
10 yrs or more	- 20 da	

WATERLOO

Sec/Cler/jr. Service & Tech/ Union & Non-Union hourly	Admn. Assts/Intermed. Service & Tech/Security Patrolmen	Nurses	Professionals/Managers/ Sr. Service & Tech.
2 wks after 1 year	3 wks after 1 year	3 wks after 1 yr.	4 wks after 1 yr
3 wks after 4 yrs	4 wks after 10 yrs	4 wks after 5 yrs	5 wks after 20 yrs
4 wks after 10 yrs	5 wks after 20 yrs	5 wks after 20 yrs	
5 wks after 20 yrs			

NOTE: Bonus entitlement given after specified periods of service for all groups.

VACATION ENTITLEMENT (Cont'd)

WESTERN

Up to 2 years - 3 weeks
After 2 years - 4 weeks

WLU

Support Staff	Admin. Staff
2 wks after 1 yr	1 mo. after 1 year
3 wks after 5 yrs	
4 wks after 10 yrs	

WINDSOR

Admin. & Union		Faculty
1 - 3 years	- 2 wks	4 weeks
4 - 12 yrs	- 3 wks	
13 - 19 yrs	- 4 wks	
20 yrs or more	- 5 wks	

YORK

Salaried and Support Staff	Faculty and Senior Admin.
2 wks after 1 yr	4 wks immediately
3 wks after 2 yrs	
4 wks after 10 years	

SABBATICAL LEAVE POLICIES

UNIVERSITY	ELIBIBILITY REQUIREMENTS	APPLICATION REQUIREMENTS	UNIVERSITY CONTRIBUTION TO NORMAL SALARY	OTHER	MAXIMUM DIRECT REMUNERATION TO FACULTY MEMBER	SABBATICAL LEAVE GRANT REPORTED FOR INCOME TAX
Brock	12 mths leave after 6 yrs service or 6 mths after 3 yrs. Tenure not required	apply to Dept. Chm. outlining research program. File report with Dean upon return	75% for 12 mths; Max. 100% from all sources	sabb. leave is a privilege not a right. Not obligated to return	100% of Salary	Yes
Carleton	6 or 12 mths leave after 6 yrs service or 6 mths after 3 yrs to tenured faculty	apply to Dept. Chm. and Dean outlining purpose of leave. File report with Dean upon return.	70% for 12 mths or 100% for 6 mths; 50% for 6 mths after 3 yrs.	sabb. leave is a right not a privilege. Obligated to return.	150% of Salary	Yes
Guelph	up to 12 mths leave after 6 yrs service Tenure is required.	apply to Dept. Chm. giving tentative program	75-100% depending on length of leave. Max. 100% from all sources.	sabb. leave a privilege not a right. Obligated to return	100% of salary for paid leave up to 7 mths. reducing to 75% of salary up to 12 mths. paid leave	Yes
Lakehead	12 mths leave after 6 yrs. service. Tenure is required.	apply to Dept. Chm. outlining purpose of leave. File report upon return	75% (Univ. contribution to pension reduced to 75% of normal level)	sabb. leave a privilege not a right. Not obligated to return	NIL	Yes
Laurentian	6 or 12 mths after 6 yrs service. At least 2 yrs at Asst rank is required	apply to Dept. Chm. and Dean outlining study project. File report on return	70-100% for 12 mths (depending on yrs service); 100% for 6 mths	sabb. leave a right not a privilege. Obligated to return	100% of Salary	Yes
McMaster	6 or 12 mths leave after 6 yrs service. Tenure not required	apply to Dean outlining purpose of leave. File report with Dean upon return	75% for 12 mths; 100% for 6 mths	sabb. leave a privilege not a right. Obligated to return	115% of salary from all sources.	Yes

SABBATICAL LEAVE POLICIES

UNIVERSITY	ELIBIBILITY REQUIREMENTS	APPLICATION REQUIREMENTS	UNIVERSITY CONTRIBUTION TO NORMAL SALARY	OTHER	MAXIMUM DIRECT REMUNERATION TO FACULTY MEMBER	SABBATICAL LEAVE GRANT REPORTED FOR INCOME TAX
Ottawa	6 or 12 mths leave after 6 yrs service. Tenure is required	apply to Teaching Personnel Cttee. Outlining research program. File report with Dean upon return	75% for 12 mth (could go to 90% for deferred leaves); 100% for 6 mths	sabb. leave a privilege not a right. Obligated to return	100% subject to approval of his/her dean.	Yes
Queens's	6 or 12 mth leave after 6 yrs service Tenure not required	apply to Dept. Chm. outlining nature of scholarly activity. File report upon return	75% Max. 100% from all sources	sabb. leave a privilege not a right. Obligated to return		
Toronto	6 or 12 mths leave after 6 yrs service Tenure not required	outline study program with application. File report upon return	75% for 12 mths; 100% for 6 mths. Max. 100% from all sources.	sabb. leave a privilege not a right. Obligated to return	100% of salary	Yes
Trent	6 or 12 mths leave after 6 yrs of service or 6 mths after 3, 4, or 5 yrs.	apply to Cttee of Academic Personnel 20 mths in advance outlining research plans. File report on return	60-100% (depending on length of service for 6 mths or 12 mths leave	length of leave and salary level determined by "Earned Years of Service"	100% of salary	Yes
Waterloo	6 or 12 mths leave after 6 yrs service Tenure not required	apply to Dept. Chm. outlining research program	66.7% for 12 mths leaves after 6 yrs; 100% for 6 mth and 12 mths leaves after 9 yrs.	sabb. leave a privilege not a right. Obligated to return	100% of salary	Yes

SABBATICAL LEAVE POLICIES

UNIVERSITY	ELIBIBILITY REQUIREMENTS	APPLICATION REQUIREMENTS	UNIVERSITY CONTRIBUTION TO NORMAL SALARY	OTHER	MAXIMUM DIRECT REMUNERATION TO FACULTY MEMBER	SABBATICAL LEAVE GRANT REPORTED FOR INCOME TAX
Western	6 or 12 mth leave after 6 yrs. service Tenure not required	apply to Dept. Chm. outlining study program	75% for 12 mths; 100% for 6 mths. Max. 100% from all sources.	sabb. leave a privilege not a right. Not obligated to return	100% of salary	Yes
Wilfrid Laurier	6 or 12 mth leave after 6 yrs service Tenure is required	apply to Dept. Chm. outlining research program. File report with Chm. and Dean upon return.	75% for 12 mths; 100% for 6 mths. Max. 100% from all sources	sabb. leave a privilege not a right. Not obligated to return	100% of salary	Yes - if meets qualifications of Research Committee
Windsor	12 mths leave after 6 yrs. service Tenure is required	outline intended activities with application. File report upon return	60-100% for 12 mths (depending on yrs service), Max. 100% from all sources	sabb. leave a privilege not a right. Obligated to return	-	-
York	6 or 12 mths leave after 6 yrs service Tenure is required	apply to Dept. Head and Dean outlining study program. File report upon return	75% for 12 mths; 100% for 6 mths. Max. 100% from all sources.	sabb. leave a right not a privilege. Obligated to return	100% of salary	Yes
Ryerson	12 mths or less following 6 yrs service	apply to Dept. Chm. 8 mths prior to leave	60-90% for up to 12 mths. Max. 100% from all sources. if greater remuneration is received entitlement from institute will be reduced by 1/2 the excess	expected to return to active employment at end of leave. Renewal of leave may be granted by mutual agreement	no max.	No

HOUSING LOAN (MORTGAGE) POLICIES

UNIVERSITY	ELIGIBILITY	LOCATION REQUIREMENTS	MAXIMUM AMOUNT	INTEREST RATE AND TERM	OTHER CONDITIONS	RESTRICTED TO PRINCIPAL RESIDENCE	FIRST PURCHASE WITH AREA
Brock	housing loans not available						
Carleton	bargaining unit member; principal residence, 10-20% equity	no restriction	$20,000	PLR + ½% over 10 yrs. PLR + 1½% over 20 yrs.	borrower gives 2nd mortgage to university to secure loan	YES	NO
Guelph	full time tenured faculty first home 10% equity	Within the City of Guelph or vicinity	lesser of $10,000 and annual salary	PLR + 3/4% over 10 yrs.		YES	YES
Lakehead	full-time faculty and service support staff; principa residence,10% equity	within 20 miles of the City Limit of Thunder Bay	$12,500	PLR + ½% over max of 10 yrs.	borrower gives mortgage to Univ. to secure loan	YES	one loan can be used during the time of employment.
Laurentian	full-time members of faculty, principal residence equity 50% of second mortgage and at least 10% of assessed value		$10,000	Prime over 5yrs PLR + 1% over 10 yrs. Min. repayment rate - $100/mth	borrower gives 2nd mortgage to university to secure loan	YES	NO
McMaster	housing loans not available						

HOUSING LOAN (MORTGAGE) POLICIES

UNIVERSITY	ELIGIBILITY	LOCATION REQUIREMENTS	MAXIMUM AMOUNT	INTEREST RATE AND TERM	OTHER CONDITIONS	RESTRICTED TO PRINCIPAL RESIDENCE	FIRST PURCHASE WITH AREA
Ottawa	full time faculty princi-pal res., 10% equity; 1st mortgage and equity to equal 70%	within Ottawa/ Hull region	$15,000	PLR + ½% over 15 yrs.	borrower gives 2nd mtge to university to secure loan. 1st and 2nd mtge payments must not exceed 30% of salary	YES	YES
Queen's	All staff prin-cipal res. 10% equity; 1st mortgage and equity to equal 70%	within the Kingston area	lesser of annual salary, 30% of property price, and $20,000	PLR + ½% over max. 10 yrs.	borrower gives 2nd mtge to university to secure loan. Carrying charges not to exceed 30% of salary		
Toronto	first home, 10% equity	within daily commuting distance of St. George, Scar-boro and Erin-dale campuses	lesser of twice annual salary and $40,000			YES	NO
Trent	regular appoint-ee	within the Peterborough area	$10,000	prevailing interest rate		YES	NO
Waterloo	full time fac-ulty; principal res. first home 10% equity	within Cities of Waterloo or Kitchener, neighbouring communities, or respective environments	lesser of annual salary and $20,000	PLR + 3/4% over 15 yrs. PLR + 1% for terms exceeding 15 yrs.	borrower gives 2nd mtge to university to secure loan. Total of all guaranteed loans not to exceed $1.5 million	YES	YES

HOUSING LOAN (MORTGAGE) POLICIES

UNIVERSITY	ELIGIBILITY	LOCATION REQUIREMENTS	MAXIMUM AMOUNT	INTEREST RATE AND TERM	OTHER CONDITIONS	RESTRICTED TO PRINCIPAL RESIDENCE	FIRST PURCHASE WITH AREA
Western	full time faculty (some administrative staff) first home, 10% equity	within 30 miles of university	$20,000	PLR + ½% over 10 yrs; PLR + 1% for 10-20 yrs.		YES	YES
Wilfrid Laurier	full time faculty, first home, 10% equity	within Cities of Waterloo or Kitchener, neighbouring communities, or respective environments.	$10,000	PLR + 3/4% over 10 yrs.		YES	YES
Windsor	no information					-	-
York	10% equity		$25,000	PLR + 3/4% up to 15 yrs. PLR + 1% over 15 yrs.	salary ceiling eligibility increases with cost of living	YES	NO
Ryerson			$10,000				

Note: PLR - Prime Lending Rate

FREE TUITION POLICIES

UNIVERSITY	ELIGIBILITY REQUIREMENTS	COURSE COMPLETION REQUIREMENTS	OTHER CONDITIONS	AVAILABLE FOR NON-UNIVERSITY COURSES	COURSES DURING NORMAL WORKING HOURS
Brock	children and wards of faculty of at least Asst. rank and some administrative positions	student must pass courses	parent must have joined full-time staf prior to 31.12.69 and be full-time during period of free tuition	NO	NO
Carleton	bargaining unit members & dependents from date of employment. Dependents are defined as children for whom employee is entitled to claim tax exemption under Income Tax Act during year in which free tuition requested or children not over age 21 to whom employee provides regular financial support.	student must maintain good standing	dependents and members on LTD or retirement benefits, and dependents of member who dies in service remain eligible for free tuition	YES	NO
Guelph	free tuition not available to dependents		there is a fee assistance program	Yes - 75% of fee paid	Yes - 3 hours per week
Lakehead	all full-time employees, their spouses and dependents		Non academic employees must have compieted their probation periods.	YES	Yes - as determined by Dean or Director
Laurentian	full-time faculty and dependents			Yes - depending on usefulness of course	YES
McMaster	continuing full or half-time faculty. No dependents	assistance for repeat courses limited to 50%	free tuition applies to credit and extension courses.	Yes - for work related courses	Yes - providing lost time is made-up

FREE TUITION POLICIES

UNIVERSITY	ELIGIBILITY REQUIREMENTS	COURSE COMPLETION REQUIREMENTS	OTHER CONDITIONS	AVAILABLE FOR NON-UNIVERSITY COURSES	COURSES DURING NORMAL WORKING HOURS
Ottawa	bargaining unit members, spouse and dependents (under 26 yrs) of members		students must pay incidental fees. Free tuition no longer available after retirement.	Yes - approved work related courses completed successfully	NO
Queen's	support staff only	courses must be passed for rebate	there is a fee re-imbursement program	Yes - taken at the request of University	Yes - with agreement of Dept. Head.
Toronto	full-time faculty and regular part-time faculty with 3 yrs. service		free tuition applies only to credit courses which must be taken on employee's own time	YES	Yes - with approval of supervisor
Trent	full-time faculty and staff	courses must be passed for fee rebate	free tuition (as a fee rebate) applies to only one (1) course per academic session	YES	Yes - with approval of Supervisor. Lost time must be made-up
Waterloo	faculty if course pertains directly to employee's responsibilities. Dependent children only at University of Waterloo		also a fee assistance program for full-time staff and dependents	YES	Yes - work related course, with approval of Dept. Head.
Western	no free tuition for faculty or dependents	courses must be passed for rebate	fee assistance program max 2 courses per year.	YES	Yes - providing does not interfere with work flow
Wilfrid Laurier	full-time faculty and staff plus dependents under age 25		also a fee assistance program	Yes - if takenat the request of University	NO

FREE TUITION POLICIES

UNIVERSITY	ELIGIBILITY REQUIREMENTS	COURSE COMPLETION REQUIREMENTS	OTHER CONDITIONS	AVAILABLE FOR NON-UNIVERSITY COURSES	COURSES DURING NORMAL WORKING HOURS
Ryerson	N/A	N/A	fee assistance program	Yes - providing not equivalent course available at Ryerson	
Windsor	full-time faculty	at least B grade in credit course to quality for the rebate	free tuition in form of a free rebate	NO	Yes - if supervisor agrees and lost time made up.
York	All full-time employees. Dependents covered after 12 mos. of employment		free tuition applies to degree credit courses at York.	NO	Yes - if course is required for degree and not offered at night.

PARKING POLICIES

UNIVERSITY	FEES	OPERATES ON BREAKEVEN BASIS	OTHER
Brock	free general parking in all but restricted areas		
Carleton	$60 - $130 p.a.	YES	parking only in designated areas according to permit. Repeated violations may result in cancellation of privileges.
Guelph	$42 p.a.	YES	parking only in designated areas according to permit. Non-payment of fines results in suspension of privileges. Regulations apply in colour-coded and hourly-rate areas 0800-1700 M-F
Lakehead	$30 p.a.	YES	
Laurentian	$35 p.a. restricted; $20 p.a. semi-restricted $10 p.a. for general	YES	
McMaster	$30-$100 p.a. unreserved, $2 max. daily rate	YES	parking only in designated areas according to permit.

PARKING POLICIES

UNIVERSITY	FEES	OPERATES ON BREAKEVEN BASIS	OTHER
Ottawa	$108 p.a. for faculty $72 (8 mths) for students; $144 p.a. for lot "O"	YES	parking only in assigned lot; regular permits valid only 0700-2330 except lot A1 0700-1800.
Queen's	$90 - $96 p.a. outdoor; $354 p.a. indoor. Also daily fees and meters		regulations apply to outdoor lots 0700-1700 M-F and indoor all the time. No reserved spaces.
Toronto	$282 p.a. reserved; $141 p.a. unreserved; daily max. $2.00 evening $1.20-$1.35	YES	
Trent	staff and full-time students; $15-$48 unreserved	YES	
Waterloo	no information	YES	
Western	$24-$96 p.a. reserved; $12-$48 p.a. unreserved	YES	parking only in assigned lot. Regulations apply to all Red, Blue, Green lots 0700-1800 M-F
Wilfrid Laurier	free for faculty and staff	subsidized by University	parking in assigned lots only
Windsor	all lots $48.00 p.a.	---	parking only in assigned lot

PARKING POLICIES

UNIVERSITY	FEES	OPERATES ON BREAKEVEN BASIS	OTHER
York	Staff: Reserved $125 p.a., unreserved $40 p.a. Faculty: Reserved $100 p.a., unreserved $35 p.a.	YES	parking in assigned lots or any unreserved lot.
Ryerson	$108 p.a. unreserved on priority system (years of service and distance)		parking only in assigned lot.

ACCESS TO ATHLETIC FACILITIES

UNIVERSITY	FEES TO USER
Brock	$35 per individual plus $15 for each additional family member.
Carleton	regarded as a benefit, $50 individual membership fee to employee, no reduced fees to family
Guelph	free use
Lakehead	Employee membership $100 F (Full facilities) fees $70 S
Laurentian	free use, $6.00 per card which includes the service fee and a lockerette.
McMaster	user fee, $37.50 individual
Ottawa	free use for employee ($20 fee paid by University) family membership cost $25 p.a.
Queens's	free use, $40 family for lockers and laundry
Toronto	Joint membership - athletics, Hart House & Faculty Club - Staff member $84 University $44
Trent	Individual $95 p.a. - Family$160 p.a.
Waterloo	$20 p.a. single or family plus $10 p.a. locker fee
Western	Individual $50 p.a., family $60 p.a. plus locker and towel services $7 p.a. Gym apparel $23.00 p.a.
W. Laurier	regarded as a benefit, free use $25 locker fee
Windsor	free use
York	user fee, single $30.00, family $50.00
Ryerson	free use (Second priority - students have first priority)